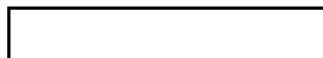


15 MAY 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM



Acting Chairman, Secretarial/Clerical MAG

SUBJECT : Establishment of Career Service Panels for the
Career Management of Secretarial and Clerical
Personnel

REFERENCE : Memo from DDCI to Multi, dtd 13 Apr 78, Same Subject

1. The Secretarial/Clerical MAG has obtained a copy of Reference and would like to offer some comments on the establishment of secretarial/clerical career service panels. We believe there is a need for such a career management program and that a positive step has been taken through Reference memorandum. The MAG plans to review past suggestions on this issue, talk with individual heads of career services to determine what problems they are encountering in setting up this system and what problems they foresee may arise, and pursue whatever other research seems appropriate. After completing these tasks, we would like to give you further comments regarding a secretarial/clerical career management system.

2. In the interim, however, we would like to bring to your attention areas of the planned system that seem to require clarification or appear to have the potential to become problems:

a. The system at this stage does not seem to allow for cross-directorate mobility of senior secretaries.

b. The restriction stating applicants can be only one grade, not two, below the grade of the job to be filled may be quite disturbing to the large numbers of secretaries who are at the GS-7 level since few GS-8 positions are available.

c. The guidance for implementing this system has not yet addressed how or if it will incorporate the current vacancy notice system.

d. Safeguards for ensuring that this system will not hamper progression into professional slots are not evident.

e. No enforcement mechanism or guidance to ensure uniform ranking criteria for the career panels exists to date.

3. We would welcome the opportunity to comment on any future guidance concerning the establishment of the secretarial career management system before it is issued or when it is in the draft stage.



STAT

cc: D/Pers